Rita

22 June 1970

MEMORANDUM FOR THE RECORD

SUBJECT: DDI Proposal for Computerized Inventory

ATINTL

1. After ▓▓▓▓▓▓ mentioned the call he received, I phoned
the DDI Records Management Officer, ▓▓▓▓▓▓▓▓▓ on
Wednesday 17 June to ask what he had said about ▓▓▓▓▓ the
IPC Board, and a Feasibility Study of an Automated System with
Agencywide Records Information.

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2. Bill told me he was making good progress with his inventory
and the OCI inventory report had been punched and listed out as a
pilot test run. It was excellent, he was enthusiastic, OCI was
delighted, and now Bill wanted to proceed with other DDI Office lists.

ATINTL

3. The machine room advised Bill he needed an IPC OK to do
all the offices. ▓▓▓▓▓▓▓ heard Bill's plan and sent a man to
examine it. He felt it was worthwhile. The next day ▓▓▓▓▓▓
told Bill that the Records Management Board should make a formal
request to produce this System on an Agencywide basis rather than
for DDI alone. Bill was in full agreement. ▓▓▓▓▓▓▓ said he
would support the plan at the IPC Board and urge the assignment of
people to do a Feasibility Study.

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4. I told Bill that he knew I had had ▓▓▓▓▓▓▓▓▓▓▓▓▓
and ▓▓▓▓▓▓ meeting once a week to draft an Agencywide Systems
proposal complete with objectives, requirements, and anticipated
benefits. This proposal was to be presented to the DDS/IPC when we
had a solid case. I said the DDS&T and DDI listings were fine for
Directorates but I felt the Agency system needed more. He said the
Directorate System was perfect and could be used for the Agency.
He felt it could be improved as needed in the future.

STATINTL

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5. I visited him and Ray on Friday. They are as firm as ever
that the system should be adopted Agencywide as is. They countered
my position by asking what else I wanted in the Agency plan. I
said I did not know because I had not had time to study and analyze
it. I said I had spent considerable time briefing the three on
our overall objectives, the seven or eight program elements each of
which had unique data requirements, and that I felt our analysis was
to identify general requirements first and from these we would work
up the specific detailed requirements. Exactly what additions or
deletions the Agency system would require in the Directorate System
I did not know but I have frequently asked the team to tell me their

ideas and to provide for the Records Center and Forms Management
punch card data base as a start.

6. I provided ████████ with a copy of ████████ original
study of the DDS &T Directorate Records Management Data System which
████████ read last year. I also provided ████████ a copy of
DDS&T's last listing of records information.

7. On Monday morning 21 June, ████████████████████████ to
inform him he was going to make ████████ proposal at the next
Records Management Board Meeting (Tuesday 23 June 1970) when we go
around the table asking for status reports on their current inventory
efforts.

8. My position is that I would like to have the more sophisticated,
pliable and informative system for which I am working, but since I
need more information on Agency Records Problem areas I will be glad
to settle even for a primative, punch card, information system.

CIA Records Administration Officer

RECORDS AUTOMATION   10 April 1970

Paper to be drafted from the attached.

1. Definition of the Problem

2. Objectives

3. Background

4. General Requirements

   A. Records Accumulation

   B. Equipment

   C. Forms

   D. Personnel

Chart - list of common data elements (tentative)

STATINTL

Information for Records Management

RECORDS MANAGEMENT INFORMATION SYSTEM

1. DEFINITION OF PROBLEM

    A. In order to manage effectively we must have information about that which we are managing.

    B. The information currently available to Agency managers about the Agency Records, the Agency Records Problems, and the Agency Records Program is inadequate and antiquated.

    C. The Primary Product and medium of the Agency is Records. It permeates every segment of the organization and impinges on every person and decision in the Agency. Agency Records and Problems grow larger and more complex every day. Programs to control those records and records decisions by top management are inhibited by the lack of adequate information.

    D. Records Problems and Control extend throughout the entire life cycle of a document from its Creation to its disposition including its very expensive systems for storage, retrieval, and use. This involves hundreds of administrators, thousands of clerks, millions of dollars in equipment and space as well as a direct impact on the speed and efficiency of any and all Agency functions whether administrative or Operational, automated or manual.

2. OBJECTIVES

    A. To provide Agency managers at all levels with information concerning all phases of Records Administration.

    B. To provide Top Management with timely reports that will reflect the total picture of the Records problem in the Agency.

    C. To have available and provide upon call all information on specific problem areas. These data to be so organized to facilitate its formated presentation as well as to prepare integrated reports on related areas and the results of comparision analysis.

3. BACKGROUND

A. Some information has always been available in various forms and in various places. Even if all this information could be brought together in one place, it could not be manipulated or used effectively. The reports that are currently being prepared in the Records Administration channel are not complete; and by the time they reach the TOP, they are hopelessly out-of-date.

B. The Records Officers in the various components take physical inventories of records under their jurisdictition. Traditionally, this inventory has only been concerned with volume which is reported to RAB; a report is prepared for National Archives, then it is filed away and forgotten. With a little more effort on the part of the Records Officers, a great deal of additional information could be gathered at the same time; and if automated, this information would be available on a continuing basis.

C. The Archives and Records Center prepares statistical reports monthly, quarterly and yearly. These reports are read and filed away. It is impossible to relate these reports one to the other over a long period of time, and it is impossible to establish definite trends or to make realistic predictions. However, if made a part of an over-all ADP system, this information could be an extremely valuable tool in analyzing the Agency's records problems.

D. The Records Administration Branch prepares periodic reports and answers a multitude of questions concerning various aspects of the Records Program. Considerable research goes into many of these reports and studies; however, usually they are pertinent for only a short time and are used to anser a specific question. If these reports and studies could be made a part of an over-all data base, the research and answers to the questions could be updated and recalled at a later date.

E. With all the reports, inventories, studies and statistics, there are still many questions about our records that have not and cannot be answered, such as : "What is the Agency's total annual record handling cost?" "What is the total square footage used to store records?" "How many exmployees, at what grade, spend how much time working with records?" "What is the volume of records scheduled to be transferred to the Archives next year - to the Records Center?" and "What is the Agency's investment in filing equipment - how much will be needed next year - the next ten years?

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F. By broadening our data base and establishing an ADP system, we can overcome this too-little, too-late effort that characterizes our current reporting effort. When we conduct research, collect data or prepare reports, we add this information to our data base for future recall. Eventually we will not have to do extensive research when a question is asked or a problem arises; we go to our data base in the computer and obtain the answers.

G. Two small functions of the records program have been automated to some extent with much success. These are the Forms Management Program and the Archives and Records Center. The Archives and Records Center has a tab card system that is currently furnishing information to Records Officers that would be impossible to do manually. Accurate, up-to-date reports are currently being furnished the Records Management Board, Records Officers and other Agency officials as necessary. The Forms Program has been automated by OCS and quarterly listings by numerical, alphabetical, functional and OPI are produced. Copies of the listings are sent to the OPI's Records Management Officer for review and corrective action. Logistics, Supply and Printing Services also use the central ADP data on forms.

H. Several of the components have developed automated systems to control various records programs. DDS&T developed an ADP system for the annual inventory in 1969, CRS and Communications uses a tab card system to control TOP SECRET documents, NPIC is using tab cards to control reports, the Retirement of Security case files is a part of an ADP system, the DDP Records Management Staff has proposed plans to automate the 1970 inventory in DDP and DDI is working on an automated inventory.

4. A. Records Accumulation

1. Inputs - Operating Office

   a. Current volume of records in hand at end of FY or other reporting period.

   b. Volume of records destroyed on site during reporting period.

   c. Volume of records transferred in during reporting period.

   d. Volume of records transferred out during reporting period.

   e. Equipment inventory by type on hand at end of reporting period.

   f. Categorization of space occupied by records holdings.

   g. Volume of records in hand by media form (paper, microfilm, microfiche, motion picture film, magnetic tape, photographs, tab cards, aperture cards, 3" x 5" cards, 5" x 8" cards, etc.)

2. Input - Archives and Records Center

   a. Accessions during reporting period, showing:

      (1) Office of Primary Interest
      (2) Records Control Schedule No.
      (3) Records Control Schedule Item No.
      (4) Physical form of the records
      (5) Retention classification
      (6) Job Number
      (7) Volume Received
      (8) Date records received
      (9) Date of records (from - to)

   b. Disposition during reporting period, showing:

      (1) Records Control Schedule No.
      (2) Records Control Schedule Item No.
      (3) Accession Job Number
      (4) Date records received
      (5) Retention classification
      (6) Disposition Case Number
      (7) Disposition Date
      (8) Volume destroyed
      (9) Volume transferred out
      (10) Volume transferred to Archives.

3. Outputs:

   a. Net increment in holdings.
   b. Net accumulation in holdings.
   c. Total volumes of records on hand.
   d. Inventory of equipment by type.
   e. Storage facilities inventory.

f. Volume of records destroyed.
g. Projected disposition of records by volume by year.
h. Projected accessions by records retention classification.
i. Projected accumulation by records retention classification.
j. Projected overall Archives and Records Center space requirement by year.
k. Trends in record accumulation.
l. Projected space and equipment needs.
m. Master data file.
n. Records series subject comparison studies.
o. Retention requirement standards comparisons.
p. Development of Agency general records Control Schedules.

4. General Requirements (contd)

B. EQUIPMENT

    1. Provide our office with a current inventory of filing equipment, conventional cabinets, safes, etc., as well as, specialty types of equipment.

    2. Provide us with information that will permit us to determine if vault and secure areas are being used properly.

    3. Permit us the opportunity to determine if the proper type filing equipment is being used.

    4. In cases where large volumes of records are stored (requiring safes) we will investigate the possible conversion from safes to shelving through the establishing of a secure area.

    5. This inventory by individual offices will permit us to compare file equipment storage space with the actual volume of records actual volume of records in each particular office.

    6. Will permit the compiling of an index that will show the location of all types of filing equipment; especially important in the identification of "exotic" types of equipment.

    7. Will permit the compiling of statistics that will reflect the total costs of filing equipment in the Agency.

    8. Project future needs

4. General Requirements (condt)

   C. MANAGEMENT INFORMATION SYSTEM REQUIREMENTS

      1. INPUT

         a. Request for Approval of Form (Form 30)

            Document needed to add a new record to file or to
            revise or overprint a form and so change a record in
            the system. This request contains the initial data
            elements and will be the document that also activates
            the ordering of the form.

         b. Replenishment Approval (Form 30-a)

            The OPI approves a reprint or makes revisions, changes,
            or to obsolete the form. If the action is a reprint
            the approval on this Form 30-a will go back into the
            system from the OPI, however, if a revision or change
            is to be made the 30-a is returned to the Central Forms
            Staff before going into system.

         c. Source of Printing

            This is furnished by Printing Services, Office of
            Logistics, and the item comes into the system via a
            PSD note on the Form 30 or Form 30-a.

         d. Obsolete Notice

            Requests to obsolete a form from the system originate
            in OPI or Central Staff. It will contain information
            about replacement form if applicable. This history
            and audit trail is permanent in system. These items
            may enter the system on a Form 30 or Form 30-a but
            many times it is a memorandum.

3 April 1970

1. Definition of Problem

    A. OK

    B. The information currently available to Agency managers
       about the Agency Records, the Agency Records Problems,
       and the Agency Records Program is inadequate and
       antiquated.

    C. The Primary Product and medium of the Agency is Records.
       It permeates every segment of the organization and
       impinges on every person and decision in the Agency.
       Agency Records and Problems grow larger and more complex
       every day. Programs to control those records and records
       decisions by top management are inhibited by the lack of
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    D. Records Problems and Control extend throughout the entire
       life cycle of a document from its Creation to its
       disposition including its very expensive systems for
       storage retrieval and use. This involves hundreds of
       administrators, thousands of clerks, millions of dollars
       in equipment and space as well as a direct impact on the
       speed and efficiency of any and all Agency functions
       whether administrative or Operational, automated or
       manual.

    E. The extent of the records problem ....

2. Objectives

    A. OK
    B. OK

    C. To have available and provide upon call all information on
       specific problem area. This data to be so organized to
       facilitate its formated presentation as well as to prepare
       integrated reports on related areas and the results of
       comparison analysis.

RECORDS MANAGEMENT INFORMATION SYSTEM

1. Assumptions

A. In order to manage effectively we must have information about that which we are managing.

B. That the information currently furnished to Agency managers about the Records Program and problems is inadequate and antiquated.

C. That the only way to overcome the information gap in Records Management is through ADP.

2. Objectives

A. To provide Agency managers at all levels with information concerning all phases of Records Administration.

B. To provide Top Management with timely reports that will reflect the _total_ picture of the Records problem in the Agency.
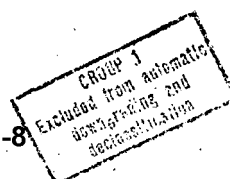
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SECRET

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SECRET

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